

STRATOSPHERE ON AIR

The ODS E-Reporting Newsletter

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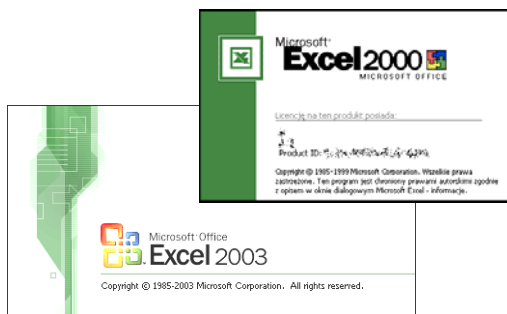
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Please let us know if you have any suggestions for the newsletter by contacting [Staci Gatica](mailto:gatica.staci@epa.gov) at (202) 343-9469 or gatica.staci@epa.gov.

EXCEL COMPATIBILITY

The E-Reporting forms were originally created using Microsoft Excel 2003. As a result, some users relying on older versions of Excel have encountered difficulties using the forms. In response to this issue, EPA now tests each version of the E-Reporting Forms in both Excel 2000 and 2003. In the future, EPA will also test the forms in Excel 2007.

If you experience any difficulties with the forms, please contact Staci Gatica at (202) 343-9469.



REPORTING REMINDER

April 30th
*Class II Producer,
Importer, Exporter
2010 Quarter 1
Reports due*



May 15th
*Class I
Producer,
Importer, Exporter
2010 Quarter 1
Reports due*



For 2010 Quarter 1 reporting, please use the most recent version of the E-Reporting forms, Version 6 (February 2010), available on [EPA's web site](#).

AUTOMATED CELLS

Many cells in the E-Reporting forms are automatically populated with data from previous sections. Columns shaded in gray denote the automated feature. When copying and pasting data into the E-Reporting forms, *do not copy and paste into the automated (i.e. gray) cells.*

For example, in the Class II Importer Form, all transaction data must be entered into Section 2. You may choose to copy and paste data from your personal spreadsheet or database into Section 2. If you copy and paste data into Section 2, be sure to use the same chemical names and country names as provided in the drop down lists. Once these data are entered, select the "Set Up & Proceed to Section 3" button. The form will automatically calculate all the data required in Section 3. You should review Section 3 to ensure accuracy and completeness. However, if you have any changes, they should be made directly in Section 2. Then, Section 3 should subsequently be repopulated by selecting the "Set Up & Proceed to Section 3" button.

[Click here](#) for a table detailing all automations within each of the six reporting forms.

COMMODITY QUANTITY

The term 'Commodity Quantity' appears in Section 2 of the Importer and Exporter reporting forms. The 'Commodity Quantity' is equal to the total amount of substance being imported or exported for each transaction.

Therefore, if the substance is NOT a blend, the 'Commodity Quantity' should equal the total quantity of the particular ODS imported or exported in the individual transaction.

If the substance IS a blend, 'Commodity Quantity' should equal the 'Blend Quantity' imported or exported in the transaction. Note that this quantity would include both the ODS and non-ODS components of the particular blend.

The E-Reporting Forms contain reporting instructions within the comment flags to help clarify these terms.

Please let us know!

- Are you are interested in participating in a conference call to learn more about the electronic reporting forms?
- Do you have other questions about electronic reporting?
- Do you have suggestions on how to improve electronic reporting?
- Do you have suggestions or ideas for our next E-Reporting newsletter?

If so, please contact [Staci Gatica](#) at (202) 343-9469 or gatica.staci@epa.gov.